

# Copiah-Lincoln Community College

## Guide to Adding Microsoft Authenticator

### Steps to Add Microsoft Authenticator

#### 1. Download the App

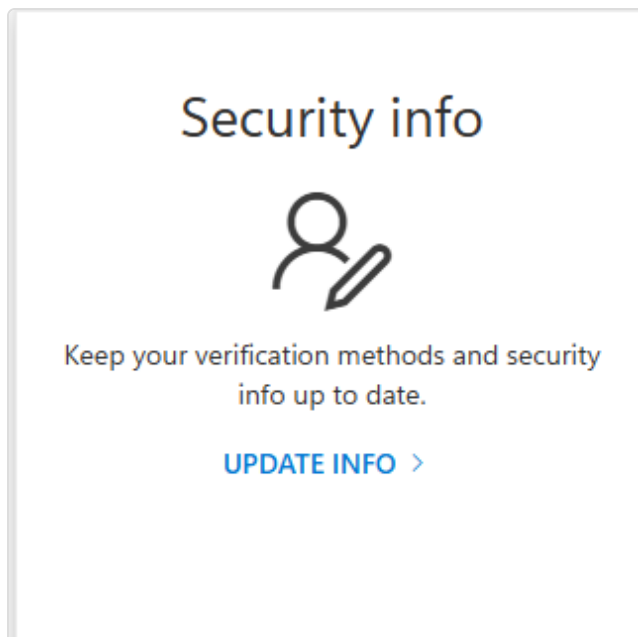
- Go to the App Store (iOS) or Google Play Store (Android).
- Search for Microsoft Authenticator and install the app.

#### 2. Sign In to Your Account on a Computer

- Open a web browser and navigate to <https://myaccount.microsoft.com>
- Log in with your student email and password.  
(FLastname####@st.colin.edu, where #### equals the last 4 digits of your ID number and F equals the initial of your first name)

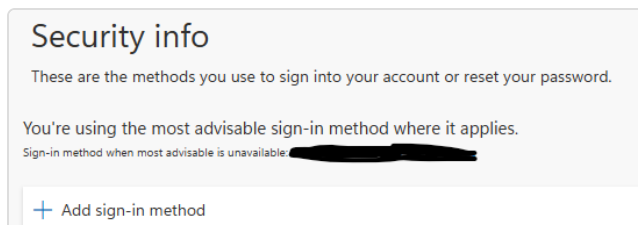
#### 3. Access Security Settings

- Go to your account settings or profile (often found under “Account” or “Security & Privacy”).
- Look for options like Two-Step Verification, Multi-Factor Authentication (MFA), or Security Info.



#### 4. Add a New Authentication Method

- Select **Add Method** or **Add Sign-In Method**.



- Choose **Authenticator App** from the list of options.

#### 5. Set Up the Authenticator App

- Open the Microsoft Authenticator app on your phone.
- Tap **Add Account** (or the “+” icon) and select **Work or School Account**.
- Scan the QR code displayed on your computer screen. If prompted, allow the app to access your camera.
- If you can't scan the QR code, manually enter the code and URL provided on the screen.

## 6. Verify the Setup

- Once the account is added, the app will display a six-digit code that refreshes every 30 seconds.
- Enter this code in the browser when prompted to verify the setup.
- You may receive a test push notification — approve it to confirm.

## 7. Complete the Process

- Follow any additional on-screen instructions to finalize the setup.

## 8. Test Your Login

- Log out of your account and log back in to ensure the authenticator works.
- When prompted, open the Microsoft Authenticator app and either approve the push notification or enter the displayed code.

### NEW

**Getting a New Phone?** If you get a new phone, add Microsoft Authenticator to it **before** setting up or removing the app from your old device:

- On your new phone, sign in at <https://myaccount.microsoft.com>
- Go to **Security Info** and choose **Add sign-in method** to add Microsoft Authenticator on the new device.
- Once confirmed working, you can remove the old device's entry if you like — but it isn't required.

If you no longer have access to any device you've registered and cannot sign in, contact the Technology Help Line below.

**Contact IT Support: 601-643-8685**

Monday–Thursday, 8:00 AM–4:00 PM · Friday, 8:00 AM–12:00 PM